

Acknowledgment of Delivered Materials

Date: [Insert Date]

To: [Supplier's Name]

Address: [Supplier's Address]

Dear [Supplier's Contact Name],

We hereby acknowledge the receipt of the following materials delivered on [Insert Delivery Date]:

- [Item Description 1] - [Quantity]
- [Item Description 2] - [Quantity]
- [Item Description 3] - [Quantity]

All items have been received in good condition and match the specifications outlined in our purchase order [Insert PO Number].

Thank you for your prompt delivery. We look forward to continuing our business relationship.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]